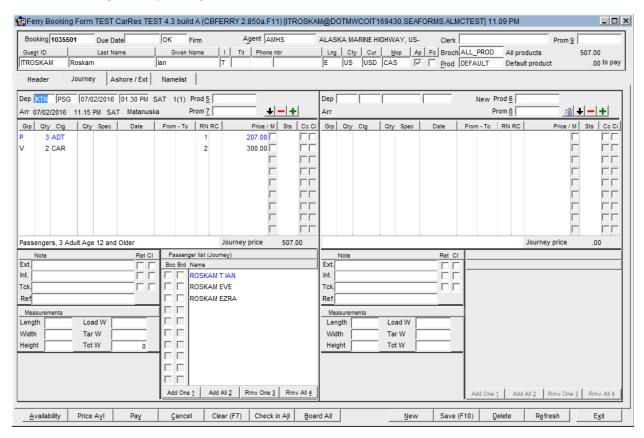
Print Individual Boarding Passes

Sometimes all of the passengers that are on a booking do not show up at once. This document illustrates how to print individual item boarding passes without pressing the "Check-in All" button.

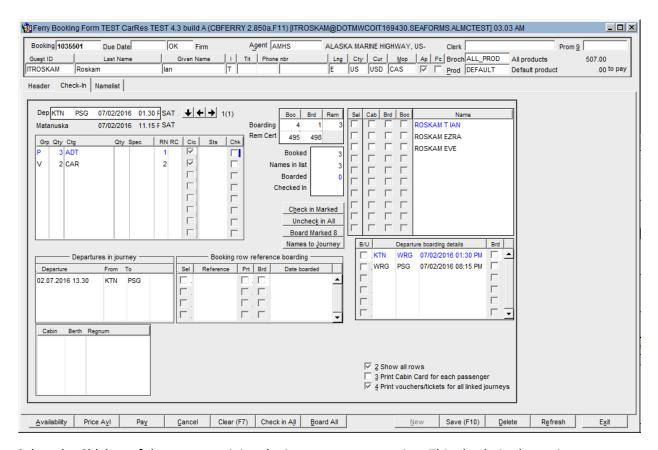
Here is a booking with 3 passengers and 2 cars booked on it.



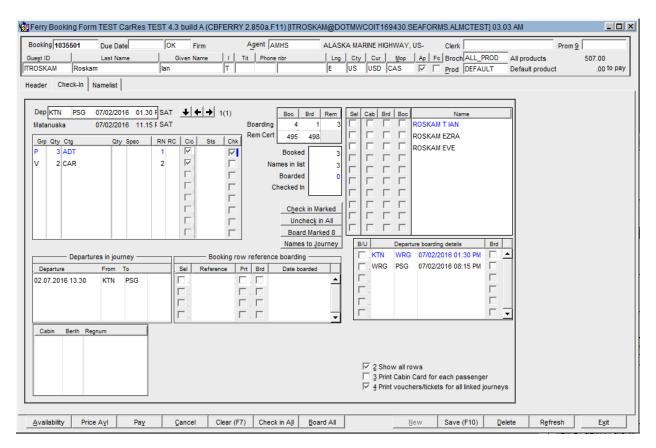
Select the Header tab and press the "Print All Documents" button to set Cic(Check-in Clearance) for all rows.

Ferry Bo	oking Form	TEST CarR	es TEST	4.3 build A	(CBFERRY	' 2.850a.F11) [ITRO	SKAM@DO	TMWCOI	T169430.S	BEAFOR	RMS.AL	MCTEST] 02.	59 AM		_	
Booking 1		Due Date Last Name		OK Firm	ie 1	Agent AMHS Tit Phone nbr	Lng	Cty C		Ap F		h ALL_PROD	All products		507.00	
Header	Roskam Check-In N	- 1	lar	1	Т		E	Jus Jus	SD CAS		Prod	DEFAULT	Default prod	luct	.00 to	o pay
Address information C/O Addr Dly Addr						General information Campaign Resp.Usr						Payment and confirmation information Deposit Due Date				
DIV AGGI						Resp.Agent E-ticket ID						Final amt Paid Invoiced	507.00	Due Date Invoice VAT		.00
Post Addr	99901					E-ticket type Book ref Agent Note	Ext	tck ID			Ret CI	Comm Canx fee Conf	.00 .00	VAT on o	BATCH	0.00
Addr	al contact in	formation				Ext Note Int Note					므므	Sec code Bonus Created core	JONJ	Book cty		
CELL	ian.roskam@: +1907821154	15		Note	S S	External Texts			Booking	Categoriza	ation	Created 06/0 Changed 06/0 Master Booking	9/2016 08:09		ROSKAM	
		e Highway Sy	stem									Child Quantity Last check d	0 ate			
Payment Date	transaction Method	S Amount	Currency	Rate	Amount	1	Payee		1							
06/09/2016 06/09/2016	CAS	207.00 300.00	USD	1 1	207.00 300.00	asdf									roundings	-,
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Availabi	lity Price	A <u>v</u> l F	ay	Cancel	Clear (F7	') Check in All	Board All		1	New	Save	e (F10) D	elete R	efresh	Exit	

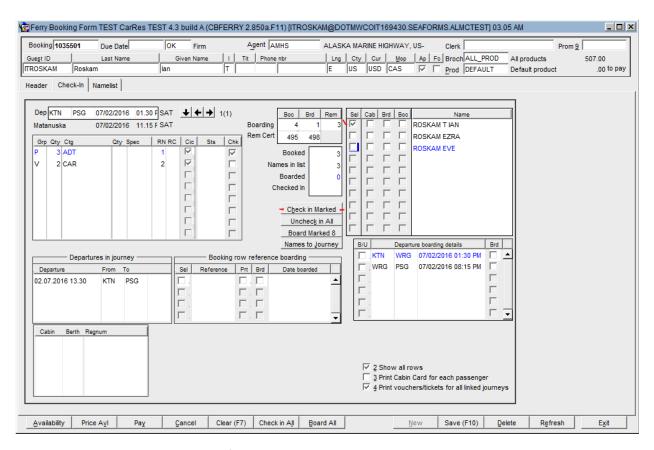
Switch to Check-in mode by selecting Options->Switch Check-in Mode (Alt+OS)



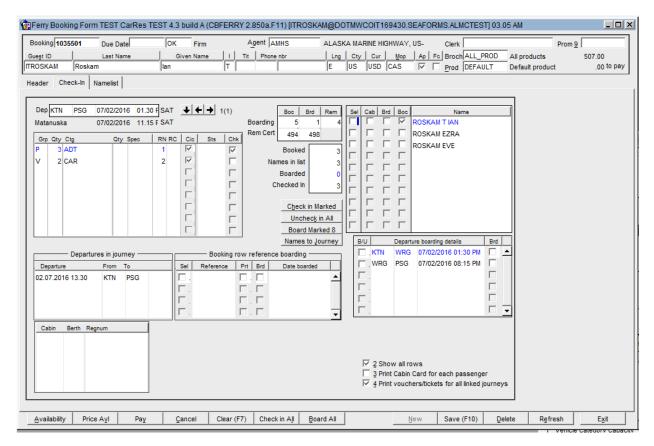
Select the Chk box of the row containing the item you want to print. This checks in the entire row.



Check the Sel box of the item you want to print a boarding pass for and press "Check in Marked"



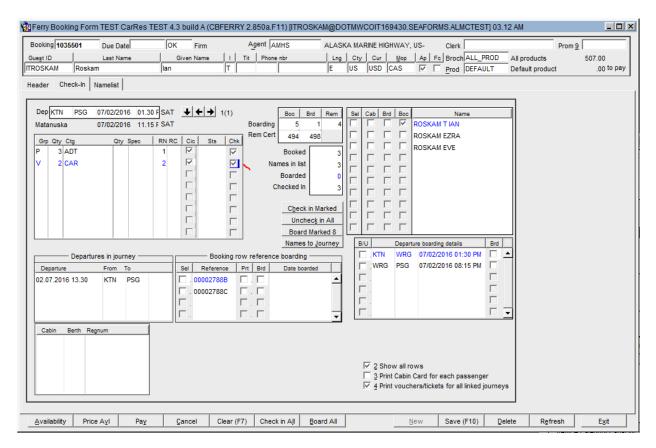
You should receive a boarding pass for the one person and the Boc box will now be checked.



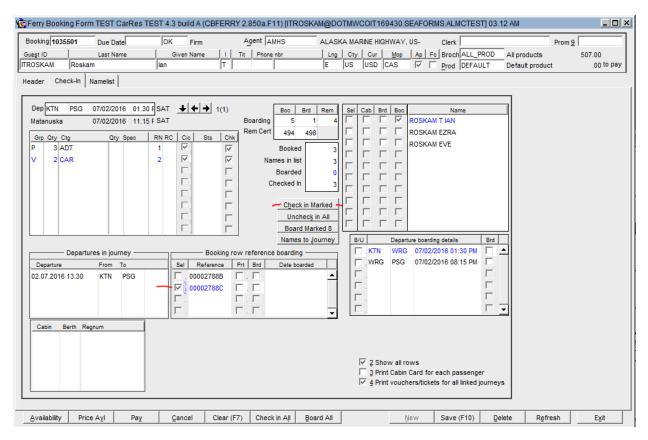
To reprint simply uncheck Boc and repeat the previous step.

Vehicles are handled a little differently.

For vehicles check in the row by checking the Chk box for the row.



Mark select for the vehicle you want and press "Check in Marked"



To reprint for vehicles just repeat this step.